

**Carlisle Council on Aging Board Meeting
September 16, 2014
Carlisle Town Hall – Clark Room**

The COA Board chair called the meeting to order at 7:02 pm. Board Members Present: Liz Thibeault, Abha Singhal, Liz Bishop, Elizabeth Acquaviva, Jean Sain, Lillian DeBenedictis, Walter Hickman. Associate Members Present: Verna Gilbert, Reuben Klickstein, Joan Rosazza, Patti Russo. COA Staff Present: David Klein, Angela Smith. Friends of the Carlisle COA Present: Carl Klein.

Secretary Minutes - A motion was made to accept the August Minutes prepared by FY15 Secretary, Liz Bishop. No corrections or amendments were made. The motion was seconded and carried by voice vote.

Outreach and Program Manager's Report - Angela Smith commented that the COA is still looking for at least one more Senior Tax Worker or Volunteer to share the crossing guard position and/or help with the Thursday evening basketball games. The exercise classes could also benefit from additional attendees although the minimum attendance levels have been met for this term. The Carlisle Community Chorus has put out the call for additional members to join in their Monday evening intergenerational rehearsals as well. Angela continued that two, 2-bedroom units remain available in the Benfield Senior Housing complex. It is noted that a qualifying couple must meet the gross income range requirement of \$22K - 45K. Note: single persons may not apply to occupy 2-bedroom units. Liz Thibeault requested that future reports reflect not only the break down of outreach calls by staff member but to include the total number per month as well. David was pleased that Angela was helping to promote the street address (house numbers) in conjunction with O'Connor Hardware and the local police and fire departments. He continued, commenting that retaining former COA Administrative Assistant, Marna Sorensen, for six additional hours per week prior to her moving out of state, has proven to be of great benefit to the department's overall smooth operation. An example was cited that while Angela devoted roughly 100 hours alone to manage the 25 Senior Tax Workers that were enrolled as town employees, Marna also contributed to the time consuming project by organizing the Sr. Tax Worker communications package for each department head. A motion was made by Jean Sain to accept the July and August reports submitted by Angela Smith. The motion was seconded and carried by voice vote.

Social Worker's Report - The report for July and August was accepted at the August meeting however, it was included in this meeting's packet to keep all July/August reports together. David commented that in a meeting this week about Lexington's voucher transportation program, he learned that they actually utilize their Social Worker to screen applicants who, based on income and family situation challenges, may qualify for a larger voucher subsidy.

Treasurer's Report – The FY15 Treasurer, Peggy Hilton, was not available to present the report. The Director commented on the process by which the new report was produced, thanks in part to outgoing Treasurer, Verna Gilbert, for her careful note taking on how past reports were produced. He pointed out that there were a few changes from the last month: the addition of a wages line and an expense line for the State Formula Grant portion of the report. This addition was necessary to delineate the additional 6 hours per week for the extra Admin hours. The COA may not expend all of that wages line item but it is to show that it has been planned for and budgeted for and is there if needed. The Friends Grant section used to have: Senior Services, Physical, Cultural, and Fuel Assistance. Beginning with this report the grant is represented as: Senior Services and Social Assistance which is then further divided into Fuel Assistance and Food Assistance. Footnotes were added and reviewed with the Treasurer. Furthermore, it was noted that grants will appear on this report as the full amount granted however each grant has their own cycle and timeline for actual payouts and deposits into our accounting system for our use. An example is the LRTA Grant that is reimbursable on a monthly basis until the grant runs dry. This year it is projected to last between 8 and 9 months at our current burn rate for transportation. Abha Singhal requested to add a line item for the Town Meeting approved Transportation Pilot Program amount of \$10K and list it as a 'Special Article' beginning with the September report. A motion was made by Walter Hickman to accept the July/August report prepared by Director, David Klein and reviewed by FY15 Treasurer, Peggy Hilton. The motion was seconded and carried by voice vote.

Director's Report including Transportation Report - David unveiled the new version of the Transportation Report utilizing MSC Database to track and clearly report the transportation services provided this month. Chair Liz Thibeault further explained to the newest members in attendance how to interpret this industry standardized way of

reporting this data. The report shows that we serviced 46 different people in August - many of them using our service multiple times. The second sheet of the report shows the type of trips and frequency that vary from month to month. Walter asked about the procedures in place for tracking mileage and was curious about what trends this record keeping might reveal. David remarked that the overall trips and mileage had risen from FY13 to FY14 due mainly to our increase in outings offered through our (scheduled) Senior Day Trips Program. It was noted by the board and staff present that our current Transportation policy outlines our limited hours and driving radius as a governor, limiting our service offerings.

David went on to recap the cause for a correction to the August Director's report where the demographics section accidentally included non-Carlisle residents in the overall 'involvement rate' value. The September 16th report now contains the updated values that demonstrate an involvement rate of 28%, still clearly above the national trends (as outlined by MSC database software) even outpacing our regional, density, income and educational demographics. To summarize: we are roughly 3 times the national average!

Liz Thibeault gave a brief review of our town's age demographic. During FY14 there were 388 unique Carlisle residents aged 60 plus participating in our program offerings. The total number of Carlisle 60 plus residents as of early August was 1355. The 2010 Federal Census puts that number at 1030. This is the number used by the State for the ensuing 10 year period to calculate our portion of funds we receive for the Formula Grant. A motion was made by Lillian to accept the July/August Director's Report. The motion was seconded and carried by voice vote.

Minuteman Senior Services - September 3, 2014. MMSS Director, Joan Butler, reported that fact sheets on Minuteman By Your Side Program will be sent out to all COAs, and she plans to meet with the COA Directors in September. A new 5 year caterer contract was signed with Bateman. A new chef has been hired and they are looking forward to more local foods and better quality food. The Healthy Living Director will be visiting all the COAs. A large segment of the meeting consisted of a PowerPoint presentation on Quality Assurance and Contract Recommendations for FY2015 as well as a description of Minuteman contracted service. The MMSS Board voted on the Quality Assurance and Contract Recommendations. David interjected that the new Assistant Director recently spoke about the new program and information can be found on the website. Jean stated that brochures will be available for us to see at the next meeting. Liz Thibeault noted the quarterly upcoming MMSS open house on the 24th of September. Please contact Liz T or David if you are interested in learning more about MMSS services and programs.

Friends of the Carlisle Council on Aging (FCCOA) Update - Carl said that September was the kick off meeting and next month the fundraising begins. Last year roughly 25 K was donated through fundraising efforts and 22K was then granted to the COA for programming. The remainder of the funds were spent as administrative costs (printing and postage) and finally donated to the Gleason Library to purchase items needed by or of interest to Carlisle Seniors. Check your mail for the Friends Annual Appeal letter as well as the COA Newsletter that will contain a special Friends insert. At the September Friends meeting, David and Angela suggested that additional funds be made available to include the Benfield residents as a part of the Annual Food Gifts Program should funds be needed. This request may take us above what was budgeted for the Friends grant line item but the Friends are quite amenable to these exceptions that occur from time to time. (Ed. note: This request will be absorbed within the existing Friends Grant total, with a potential re-categorization of the appropriation between the Senior Assistance and Social Assistance line items; to be determined at a later date.) Carl stated that the Friends meet on the 2nd Wednesday of the month, 10am at Town Hall except for October when it will be the 2nd Wednesday: Oct 8th.

Old/New Business:

Generations United - Patti Russo has been working on an application for Carlisle to be recognized as a town that supports programs and policies that promote intergenerational work. The COA has been coordinating efforts with other town departments and entities to apply for this prestigious award. The application is due October 15th. National recognition from this group will be based on how we compare to similar sized towns also applying for this award. It is thought that should we be recognized by this organization, it will positively contribute to the COA's ongoing efforts to secure additional funding through future grant sources.

Sub-Committees Task Force and Groups Update - Liz Thibeault reported that the Marketing task force is kicking off this month. She continued that Stephanie Blunt has agreed to be the point person for the Programs

Group along with Lillian, Elizabeth Acquaviva and Eileen Sellew, to establish a phone tree to fill last minute volunteer slots to support Angela's programming needs.

Tom Dunkers will be helping with the Housing/Community Center Committee by attending the Town Hall Advisory Group - THAG - meetings as our representative. The first THAG meeting will be September 18th, 9am. David Klein will also attend and will make note of THAG meetings within the monthly Director's Report. The LRP Committee will meet about 3 times this year to organize the COAs focus areas.

Liz Thibeault encouraged people to attend the BOS meeting through her letter to the Editor in the Mosquito. Please consider attending the September 23rd BOS meeting to hear our 12 minute presentation followed by questions and/or comments. (Ed. note: It is anticipated that we will begin our presentation by 7:45pm. All BOS meetings are broadcast on CCTV channel 9.)

Reminder - CORI forms are needed from board members and associates. Please return them to Angela and include the last 6 digits of your SS#. If you haven't already, you also must be 'sworn in' by the Town Clerk! David will provide the link if you need it for the ethics training that is required of all new members.

BOS Annual Goals - Liz Thibeault, David Klein and Liz Bishop provided comments to the BOS regarding their Goals and Objectives for FY15: to include the addition of the Transportation Pilot Program as well as a line about intergenerational programs.

A **motion** was made by Elizabeth Acquaviva to adjourn the meeting at 8:04 pm. The motion was seconded and carried. The next COA Board Meeting will be held at **Town Hall, Clark Room at 7:00 pm on Tuesday, October 21st.**

Liz Bishop, COA FY15 Board Secretary